

**Dated: Tuesday, 22<sup>nd</sup> January 2019**

**The meeting commenced at 19:03 hrs**

## 1. Present

Gordon Churchill (GC), Alan Drew (AD), Betty Geary (BG), Barry Richardson (BR), Marie Geary (MG), Richard Bird (RB) and Ian Divers (ID)

## 2. Apologies Received

None.

## 3. Election of Officers

With the resignation of Fiona Thomas as the long serving Treasurer, Barry Richardson has agreed to take on the role for now.

## 4. Previous Minutes

The Minutes of the meeting on 16/10/2018 had been circulated and were agreed as accurate. The minutes of 16/10/2018 were therefore adopted. Proposer: Marie Geary (MG), Seconder: Barry Richardson (BR).

## 5. Chairman's Report

Alan Drew (AD) presented the Chairman's Report.

- a. Governing Trust Document. To comply with legal requirements, we are required to supply a 'notarised' copy of each separate changes to the Deed of Trust October 2008 which is the Governing Trust Document (GTD). We will have to organise all of the outstanding changes for the last few years into one major change. ***We must bear in mind that we have 90 days to send the changes to the Charity Commission from the date they are instigated. Action Alan (AD).***
- b. Policies and Procedures. 05 Safeguarding: Child and Vulnerable Adults Protection this was unanimously accepted by the Committee of Management. A master copy will be prepared by Ian for the next meeting, so that it can be signed off by the Chairman. **Action: Ian (ID).**
- c. The eight Policies produced by Ian are to be set into master copies and brought along to the next meeting for acceptance by the committee of management and signing by the Chairman. There is no progress on the other four Policy & Procedures. **Action: Ian (ID), Alan (AD) and Gordon (GC).**
- d. The updating of the ISP data allowing people to see who is the contact for our web site <https://birdhamvillagehall.org> is still outstanding. Ian and Barry will get together to transfer the details to Barry. **Action: Barry (BR), Ian (ID).**
- e. Data Security. It was requested that Ian (ID), review the hardware/software quotation of the laptop that he proposed on 7<sup>th</sup> November 2018. This would ensure

that it still meets our requirements and is still available. If not, an alternative will be identified. **Action: Ian (ID).**

- f. Alan (AD) has asked the Tower Youth Group if they would be willing to have a member of the Committee of Management. They would also have a 'young persons' slot and their leader is trying to identify any individual for this role. There will have to be a notarised amendment to the Governing Document. **Action: Alan (AD).**
- g. Poor wheelchair access to the hall has been noted. Options to correct this are to be investigated. **Action: Alan (AD).**
- h. There is to be a review of who hold keys for the Village Hall. A register is to be set up and holders will have to read the necessary Policies & Procedures and sign a register for each key. As part of this, the general security, the types of keys used, who is issued with keys are to be reviewed. **Action: Alan (AD).**

## 6. Treasurer's Report

Barry Richardson (BR) presented the accounts position as of today.

CAF Cash account:	£14,247.69
Gold account:	£5,095.85
Scottish Widows account:	£15,000 - interest paid at 0.15% into current account
CCLA/COIF account:	£578.70 – 38.55 units.

Barry (BR) took over as Treasurer in November 2018. Fiona had been Treasurer for more than 11 years and travelled a considerable distance to attend the meetings here in Birdham. Alan Drew (AD) extended the thanks of the Committee of Management for all Fionas' dedication and support over the years.

- a. She explained how the BVHT Accounts Book has been maintained; how the monies from the hire of the hall are banked; and which payments are by direct debit/standing order, cash or cheque.
- b. All the folders/box files/bags were handed over which contained many years of documents/statements/invoices which Barry has now sorted.
- c. All documentation for the last 7 years (including 2018) has been retained, but any prior paperwork has been confidentially shredded. The last two years have been separated into a different folder for easy access/reference.
- d. We reviewed the payments made to Action In Rural Sussex (AIRS) and agreed that we would continue with the annual membership subscription but that we would cancel the subscription to their Advisory Service.
- e. Barry has contacted all the banks, suppliers, etc to request a 'change of contact details' which from now on will be:

The Treasurer, BVHT,  
c/o Birdham Village Hall,  
Crooked Lane,  
Birdham, PO20 7HA.

- f. A new post box has been fitted in the Hall porch below the defibrillator. The postman has been informed of this location.

- g. Completed 'change of signatory' mandates have been completed for CAF Bank. Despite Scottish Widows and CCLA/COIF having been informed by Ian Divers last year, they still have addresses and contacts for Mike Thomas. We are still arranging a meeting with Mike and Fiona to get signatures on new mandate forms.
- h. Barry has sent an email to all the Trustees detailing all four accounts that are currently maintained by the Trust. The list included balances, rates of interest etc. There was a request for the Trustees to decide how or if the accounts should be rationalised. CAF Current is the normal running account, it costs us £5/month to run. CAF Gold used to be very good, but the interest on our approximate £5,000 has dropped to almost nil. Scottish Widows has £15,000 but only generated £40 interest last year. CCLA/COIF has 38.55 units valued at a total of £578.70 and this received £20 interest for last year, again it was not re-invested. After a general discussion, it was decided that we would retain the CAF account for our current use. We would close all the other accounts and open a single high value return investment account with reasonable access conditions. All profits from this account in future would be put back into that account to allow an accumulation of funds to gradually build up the capital. The performance of the savings account would be assessed by the Trustees at each meeting.
- i. Barry has written to the Auditors informing them of the change of contact and also requested information about the annual audit that is required this month ready for the Charity Commission update after the AGM.
- j. A Duty of Care form for Chichester Council has been completed about what waste we are disposing of.
- k. We have received many enquiries by email for hall hire. Two of these enquiries were for a Monday evening. The problem is that the Parish Council has one Monday booked a month for their meeting. At Barry's suggestion it was discussed whether we should ask the Parish Council to hold their meetings in the Sandle Room. It was agreed that this would not be in the interests of the BVH, and the situation remains unchanged with the Parish Council booked for the Main Hall for one Monday a month.

### 7. Secretary's Report

None.

### 8. Birdham Parish Council

The Birdham Parish Council update was presented by Barry (BR), assisted by Gordon (GC) and Richard (RB).

- a) The new gates have been fitted to the playpark.
- b) Mobile Phone Mast: The Parish Council have written to the four main mobile phone networks regarding the possibility of having a new mast installed in the village due to very poor-quality signal in the area. There have been no replies from any of the phone companies.

- c) The three ponds, Kingfisher, Triangle and Village will all be looked after and maintained by the Manhood Wildlife and Heritage Group for a period of 3 years. They are requesting that local residents volunteer to take over the maintenance after that period.
- d) A footbridge was installed over the ditch around the playing field. The other two wooden bridges have been renovated and handrails have been added.
- e) A council newsletter was sent out in December 2018. It included information about the Village Hall Trustee vacancies.
- f) There was a petition 'signed' by over 300 people requesting the Parish Council to install goalposts on the playing field. The matter was raised at the January Meeting and is now being reviewed by the Parish Council.
- g) We have been informed that the Parish Council has received a request for a Heritage Trail around the village. This is being investigated.
- h) Chichester District Council are reviewing their Local Area Plan and as part of this they have allocated up to 125 new homes to be built in Birdham. This is being strongly objected to by the Parish Council.
- i) The Birdham Farm site was discussed but there are considerable legal implications connected with the planning applications and appeals.

### 9. AOB

- a) Meter locations are to be found and documented. Action: Barry (BR).
- b) All doors are to be reviewed for security. At a minimum the front door needs to be replaced with new, more secure locks. Action: Marie (MG).
- c) The alarm system is considered to be inadequate for our future needs. Upgrade is to be investigated. Action: Barry (BR).
- d) Marie has concerns over the security of the entrance door to the Social Club. This requires a temporary measure of two bolts to be added to stop external ingress using a crowbar. Action: Marie (MG).
- e) Electric contract renewal: Our electricity contract has been renewed for a year.
- f) A question was raised whether we should change from night storage heating to a gas-based solution. The costs and implications of this are to be investigated. **Action: Barry (BR).**
- g) Broken fire door in the Sandle Room. During a visit by the fire brigade, a senior fire officer discovered the door in the room was broken. The Fire Brigade will be invited to check our fire doors. This is outstanding. **Action: Marie (MG).**
- h) Conservatory/Relocation of the Social Club bar facility: all three quotes have been obtained and a proposal/business plan can now be produced. The BVHT was informed that the Birdham Parish Council funds are still available. We will check with David Siggs if the Parish Council require the application on any specific forms. The overall opinion was that Richard Maynell would be asked to help with setting up the required actions here. It was also noted that we have to be aware of any extra charges, beyond the quotes, to finish off the works at the conservatory end. It was also noted that no funds have been allocated or even considered to sort out, repair and update the room left when the Social club moves down to the conservatory. **Action: Marie (MG).**

- i) Spotlights in the hall: the controls for the lights will have to be located to remain smart and business like, but also need to be in such a position that the operator can see the performance area and manage the lighting controls accordingly. Further investigation is required. **Action: Alan (AD).**

**10. Date of Next Meeting**

The next Trustee meeting will be held on Tuesday, 9<sup>th</sup> April 2019 at 19:00 hrs.

There being no further business, the meeting closed at 20:37hrs.